

OO-ALC Safety Office Newsletter

February 2004

Safety Office -- (801) 777-3333

Volume 1, Issue 2



HAVE YOU SEEN THIS?



Newsletter Highlights:

- Have You Seen This?
- Cross-Tells



Top of Hill Safety Articles:

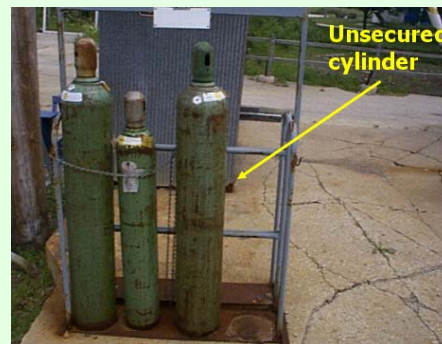
Back Injury Facts	2
Lifting Techniques	2
When is a Safety Rule NOT a Safety Rule	3
What To Do If An Injury Occurs	3
Contact Info	4
Web Site Info	4

If you see any hazards such as the ones shown below, report them to your supervisor or safety representative:



Circuit overload. Too many electrical cords for the 15 or 20 amp circuit capacity. Many plug cheaters do not have a ground prong so the cord does not ground to the electrical ground, which is there for your protection.

Unsecured cylinders become dangerous projectiles should they fall and have the valve break. Dangerous gases can also be released into the work zone.



Unauthorized homemade extension cords can become an electrical shock hazards. The romex connector cuts into the wire with movement, box is not grounded and metallic box can contact hot receptacle screws, not built for impact. This box is not allowed.



BACK INJURY FACTS

Question: What percentage of the population will experience a back disorder at some time in their life?

Answer: 80% of the population will experience a back disorder at some time in their life?

Question: What is the most common injury at Hill AFB?

Answer: During the past 15 years, back injuries have been the most consistently occurring injury at Hill AFB.

Question: Do back injuries result only from activities at work?

Answer: No. Many factors related to how a person works, plays and rests are contributing factors. Habits of how you sit, stand, lift and perform work and recreational activities play an important role in back injuries.

Question: When investigating back injuries, what is the most common activity identified by Hill AFB employees.

Answer: Twisting. Investigations show it is very common for workers to say that back pain started "When they twisted".

LIFTING TECHNIQUES

DO:

- Use 2 hands and good grip
- Secure footing before starting the lift
- Keep the load as close to the body as possible
- Position objects you begin lifting at the 30 inch height
- Avoid twisting while lifting
- Minimize the distance the object is lifted
- Make lifting movement smooth
- Stretch frequently throughout the day
- Maintain the normal curves in your spine
- Listen to your body

DON'T

- Lift with only one hand
- Lift while on the move
- Reach and lift
- Lift heavy objects off the floor
- Lift objects over your head
- Lift over 51 pounds by yourself

ACCIDENT CROSS-TELL

Supervisors please review with you employees the following accident scenarios to see if the lessons learned apply to your work area.

Bruised by pipe coming through the ceiling

An employee was bruised (could have been a serious injury) when a 1 inch copper pipe came through the ceiling and hit the employee in the shoulder. A contractor had been working in the ceiling above the employee. The pipe fell off a catwalk. The pipe went through the ceiling tile and struck the employee.

Lessons Learned:

- Contractors should not work in ceiling spaces above employees.
- Supervisors should not allow contractors to work above their employees. Work areas should be roped off with "Do Not Enter" signs.
- Employees should not allow contractors to work above them. If the contractor will not rope off the area, contact your supervisor or safety specialist.

Back Injury

An employee sustained a back injury while bending down to pick up a box of computer paper. She was lifting the box of paper off the floor to a printer. (Note: This type of injury occurs 2-3 times a year at Hill AFB).

Lessons Learned:

- Every office uses boxes of computer paper for their printers and copiers. Lifting these boxes of paper off the floor exceeds safe lifting limits and can cause a back injury.
- Remove reams of paper from boxes on the floor instead of moving the box.
- Use a dolly to move paper in and around your organization. If possible store boxes of paper on a shelf close to a height of 30 inches above the floor. Do not lift boxes off the floor.

Crushed Fingers

An employee had several fingers crushed/mangled (could have been an amputation) in a pulley when he put his hand inside the pulley. The employee had locked out the motor but failed to wait until the kinetic energy of the motor dissipated.

Lessons Learned

- Lockout/Tagout procedures were not followed. Lockout/tagout procedures require the dissipation of energy sources before working on a piece of equipment. Bypassing any safety procedures steps can be costly.
- High-energy sources + people = Potential for ugly accidents. Never stick your hand or any part of your body in or around moving equipment.



Safety Rules

There are some accidents that seem unpreventable. But the overwhelming majority of accidents that happen are **TOTALLY PREVENTABLE**.

Workers cannot do this prevention job by themselves. They need employers who **CARE**, who **KNOW THE SAFETY RULES**, and who **HAVE A SAFETY REFLEX**, which means they always put safety first.

There have been too many preventable accidents. Don't let this happen to you. **NEVER BREAK A SAFETY RULE!**



What To Do If An Injury Occurs

Notification

Employee

- ❑ Immediately advise his/her supervisor that an on-the-job injury has occurred.

Supervisor

- ❑ Immediately notify the organization safety office (posted on safety board) or OO-ALC/SEG (7-1429/7-3333) if no organization safety personnel are available.

Secure Worksite/Witness

Employee

- ❑ If employee is capable, obtain witness names/statements.
- ❑ If employee is incapable of obtaining witness names/fellow employees or supervisor should do so.
- ❑ If a hazard exists that was a causal factor for the injury, isolate area and report hazard to supervisor.

Supervisor

- ❑ If employee is incapable of obtaining witness names/statements do so for the employee.
- ❑ If a hazard exists or is reported to you, remove other employee exposure from the hazard. Notify organizational safety office of the hazard or OO-ALC/SEG if there are no organizational safety personnel.

Documentation

Employee

- ❑ Civilian employees should report (for their protection) the injury by completing Form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation; submit to DPCE within 2 working days of injury.
- ❑ Civilian employees should report to the base dispensary where an AFMC Form 12, Record of Injury/Illness and Treatment, is initiated (but employee still has choice of initial health care.) Civilian employees who are treated off base must check in with the dispensary before going back to work. Military go to the base clinic to initiate an AFMC Form 12. Military treated off base must check in with the base hospital clinic

What to do if an injury occurs (continued from page 3)

"Supervisor should try to bring the employee back to their original job or a related job."

Chief of Safety:
LTC Sussingham

Chief, Ground Safety:
Ron James

Chief, Weapons Safety:
Dave Simons
(Interim)

Chief, Flight Safety:
Maj Egginton

System Safety Manager:
Daniel DeFinis

Safety
is
Job One
in the
Air Force

We're on the Web!

See us at:

<http://www.hill.af.mil/safety>

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before returning to work. Employees will take the Form 12 they are given at the dispensary/clinic and give the supervisor copies 3/4 and 5/6 of the Form 12, along with doctors' slips, administrative permits or other medical disposition documentation.

- ❑ The CA-1 submitted by employee to DPCE will be reviewed for completeness/correctness and forwarded onto the Office of Workers Compensation if medical bills or lost time occurs. Employee is responsible in completing the front side of the CA-1 and the supervisor completes the back side. Once completed, the CA-1 is hand walked/sent to DPCE within 2 working days from the date of injury.

Supervisor

- ❑ If employee is incapable of initiating a CA-1, submit one on their behalf.
- ❑ Ensure receipt of a CA-1 within 2 workdays. Complete the back page of the CA-1 and return the CA-1 to the employee so they can verify information for completeness/correctness. Once the employee verifies the information, return the completed CA-1 to DPCE along with all medical documents.
- ❑ Supervisor of the employee fills out page 4 of the Form 12. Forward Form 12 to the organization safety personnel within 3 working days. If there are no organizational safety personnel, forward Form 12 to OO-ALC/SEG.

Returning to Duty

The goal is to return the employee to a safe work environment as soon as possible

Supervisor

- ❑ Supervisor should try to bring the employee back to their original job or a related job. The nature of the injury may require elimination or modification of some tasks. The employee should never be exposed to the same risk factors that caused the injury. In order for an employee to be on light duty in their regular position, they must be able to perform all their critical elements. If a supervisor can help the employee perform critical elements by providing assistance with lifting, flexibility to sit/stand, and frequent breaks, etc, that is fine. However if the person cannot perform even one critical element, they should be referred to the Light Duty Monitor for assistance with a temporary placement.

Employee

- ❑ Employees should perform their job except for those activities that are identified by the physician. Employees must adhere to the work restrictions identified by the treating physician or the occupational medicine physician.
- ❑ Employee should keep supervisor informed of their status and condition.

Important Points to Know/Remember

- ❑ All injured employees who return to work from a work or non-work related injury must be sent to the dispensary before the employee can return to the work site.
- ❑ All AFMC Form 12 forms must be initiated by the dispensary or base clinic.
- ❑ Supervisors should keep a copy of all completed forms and documentation.
- ❑ All periods of absence due to a job-related injury or occupational disease/illness must be supported by a physician's statement.
- ❑ Employees need to report suspected symptoms/illness to the dispensary and initiate an AFMC Form 12.
- ❑ Employees are responsible to inform their supervisors of their inability to report to work; to properly request leave to cover absences related to work injuries or illnesses in accordance with established procedures, and to provide documentation, as appropriate, to support leave and/or compensation benefits.
- ❑ Employees should never come back to work exposed to the same risk factors that caused the injury/illness. They should understand the safety controls taken.

